

**POLICY ON
QUESTIONS OF UNIFORMITY PROCEDURE
June 21, 2004**

In the event where two or more parties cannot resolve an issue of interpretation of a standard, the following policy shall be followed. This policy may be initiated by any involved party and is to be used when the appeal procedure provided by the Accrediting Authority has been exhausted or is not appropriate.

PROCEDURE FOR INITIATION OF RESOLUTION BY AFFECTED PARTIES

1. Initial Decision/Interpretation Procedure

- The affected party shall contact the involved Accrediting Authority(s) (AA)(s) in writing with a copy to the NELAP Director. The request shall include the reference for the affected standard and a statement of the variances in interpretation made by the AA(s) as well as a summary explaining the affected party's position.
- The parties shall discuss the difference in interpretation within 7 days of notification of the issue.
- If the affected parties reach an agreement on interpretation the NELAP Director is informed in writing of their decision.
- If the affected parties cannot reach an agreement the request is forwarded in writing to the NELAP Director within 14 days by the affected party(s)

2. Decision/Interpretation Procedure When Affected Parties Cannot Reach an Agreement

- Within 7 days after receiving the request from the affected parties, the NELAP Director shall forward the request to the author of the applicable standard *or* AA workgroup for an interpretation/decision.
- The author of the applicable standard or AA workgroup shall have 45 days to inform the director of their interpretation/decision.
- The director shall inform the affected parties of the interpretation within 7 days.
- The effective parties shall notify the director of accepting or appeal the interpretation/decision within 7 days of being informed of the interpretation/decision.

If the affected parties disagree with the decision/interpretation, the issue is appealed in writing to the NELAP Board of Directors for final resolution by being placed on the agenda of the next scheduled meeting for review and a decision. Once the issue has been resolved, the NELAP Director shall post the question and resolution within 14 days on the NELAC web site.